



الهيئة الملكية الأردنية للأفلام  
The ROYAL FILM COMMISSION  
JORDAN

# Guidelines & Regulations

## The Jordan Film Fund (JFF)

Jordan Film Fund  
صندوق الأردن لدعم الأفلام


### Production of **Short Film** Category

- Narrative
- Documentary
- Experimental
- Animation

The Jordan Film Fund (JFF) is a Jordanian financial scheme founded and financed by The Royal Film Commission – Jordan (RFC) in 2011. The JFF is dedicated to funding cinematic projects, empowering local and Arab filmmakers.

## **Introduction**

This document is meant to guide applicants seeking to submit a short narrative, documentary, experimental or animation project in the production phase only, with funding amounts shown in the below table. It comprises essential information such as: eligibility criteria, obligatory application requirements, specific regulations, selection process, among others. It is strongly recommended that applicants read it carefully before applying.



## Short Films Categories and Amounts

Category	Minimum JOD	Maximum JOD
Production of Short Narrative, Documentary, Experimental or Animation Films	10,000	20,000

### Eligibility: Who can Apply?

- Only eligible producers (or production companies) are allowed to apply, specifically Jordanians, or Arab nationals who have been residing in Jordan for at least five years.
- The writer and director must be eligible: Jordanians, or Arab nationals, provided that they have been residing in Jordan for at least five years.
- Each applicant (producer, writer and director) is allowed to be part of one application only in the production of short categories.
- Previous industry experience is not required.
- Applicants aged 18 years or older.

### Project Eligibility:

- Production of short narrative, documentary, experimental and animation films with the length of 5 – 25 minutes.
- 100% of production must be in Jordan including animation.
- At least 50% of all dialogue, narration, voiceover, and any form of communication within the project must be in Arabic.

### Ineligible Applications:

- Applications submitted after the deadline.
- JFF's grantees (producers, directors, and writers) with an open grant.
- Applications with inconsistent language. Applications are accepted in either Arabic or English.
- Applications with misleading, dishonest, false information not meeting the criteria in this document, handwritten or incomplete.
- Applications that violate national constants, stir hatred, violence, or that contain obscene material.
- Granted projects that did not materialize or were terminated cannot re-apply with the same project in the same category.

## Terms & Conditions:

- The producer and the director must be two different individuals, but duality is allowed in the case of the writer/producer or writer/director.
- Each applicant, regardless of their role as a producer, production company, writer, or director may submit a maximum of two applications in two different categories (i.e. short documentary application and another in the development of feature narrative), however, funding will ultimately be allocated to only one project, as determined by the jury's decision.
- JFF Grantees, who have received support in the short film category, can be part of a new project in the same category only one year after the completion of the funded project.
- Short film projects can apply to the JFF twice and if recommended by the jury. The second application must have significant developments, and applicants must submit a summary detailing the changes.
- Principal photography must start after signing the JFF Funding Agreement. The JFF does not cover retroactive expenses.
- Grant will be terminated or reimbursed if the Production Agreement (PA) were terminated.
- Applicants or grantees are not allowed to contact any of the preselection committee or jury members at any time before or after announcing the selected projects.
- Applicants can ask for the preselection committee's or/and jury's notes within five working days after receiving the JFF's official response.

## JFF 2024 Timeline

The deadline for the 9<sup>th</sup> cycle of the JFF has passed on Sunday 23<sup>rd</sup> June 2024.

JFF next cycle will be announced early 2025.

## Obligatory Application Requirements:

### Phase one:

Please check the table below for the first phase required materials per sub-category:

### Phase one required materials

Material	Narrative	Documentary	Experimental	Animation
Complete Online Application Form	✓	✓	✓	✓
Script	✓		If applicable	✓
Treatment		✓	If applicable	
3–5-minute edited video on the subject matter (research, character, description, etc.)		✓		
Storyboard				✓
Registration of Intellectual Property (see definitions)	✓	✓	✓	✓
Core team ID/Passport/Residency	✓	✓	✓	✓
Production Schedule	✓	✓	✓	✓
Post-Production Schedule	✓	✓	✓	✓
Cast and Crew List	✓	✓	✓	✓
Detailed Budget	✓	✓	✓	✓
Financial Plan	✓	✓	✓	✓

### Phase two:

Shortlisted applicants will be notified by an official email from JFF. They are required to provide the phase two required materials below, along with the English translation of the above material (if submitted in Arabic) within five working days from receiving the official e-mail.

### Phase two required materials

Material	Narrative	Documentary	Experimental	Animation
English translation of all submitted material (if originally submitted in Arabic)	✓	✓	✓	✓
Production Agreement (PA)	✓	✓	✓	✓
Financiers Letters of Intent (if available)	✓	✓	✓	✓

## Assessment and Selection Phases:

Considering transparency, objectivity, and equal opportunities to all filmmakers, RFC employees or their first-degree relatives (spouses, parents, siblings, and children) are not part of the preselection committee nor the jury.

The JFF team will review the applications to ensure eligibility, and only eligible applications will go through the next phases.

**1- Pre-selection committee phase:** The pre-selection committees will assess projects at this phase according to the JFF selection criteria that includes: the projects' originality and creativity, core team experience and maturity, budget, financial plan, and project feasibility. Projects will be shortlisted and shared with the jury for their evaluation. All applicants will be notified of the results by email.

**2- Jury phase:** Shortlisted projects will be shared with the jury for their evaluation and final decision.

**3- JFF committee phase:** The jury's recommendations will be presented to the JFF Committee (who are a part of the RFC Board) for their approval.

All short-listed applicants, including grantees, will be informed of the jury's decision by email followed by a press release.

## Funding Agreement and Installments

Once applicants are granted, the JFF team will be sharing the Funding Agreement that must be signed by the producer within a maximum of two months from receiving it. Grants shall be disbursed as follows:

**1)** The 1st installment (90% of total grant value) upon commencement of principal photography (and according to the production plan for animated films) at least 3 weeks post signing the Funding Agreement.

**2)** The 2nd installment (10% of total grant value) upon delivery of the downloadable completed film, the behind-the-scenes photos (BTS), and the financial report.

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## Annex 1: Definitions:

- **RFC:** When the term RFC is mentioned, it refers to The Royal Film Commission - Jordan.
- **JFF:** When the term JFF is mentioned, it refers to The Jordan Film Fund, which is a project by The Royal Film Commission – Jordan.
- **Funding Agreement:** A legal document between the RFC and the producer who has been granted, containing the terms of support and the method of its disbursement, in addition to other legal provisions.
- **Production Agreement (PA):** A legal contract between the owner or rights holders (writer, writer/director) and the producer to carry out the production of a film, commercial, or other media production. The agreement aims to regulate the relationship between all parties and clarify their rights and obligations, in addition to ensuring the full implementation of the project.
- **Eligible Producer:** When the term 'eligible producer' is used., it signifies either Jordanian nationals, production companies registered in Jordan, or Arab nationals, provided that they have been residing in Jordan for at least five years.
- **JFF Grantee:** A producer, writer, or director who received JFF support in previous cycles.
- **Open Grant:** A grant/fund that has not yet been completed, i.e., the requirements of the stage have not been fulfilled and therefore the last installment or payment have not been disbursed.
- **Grants and Funds:** The JFF offers two types of grants: The first type (Grant): where grantees are not required to reimburse the RFC the granted amount. This applies to the development of cinematic projects, the production of short films, and the marketing and distribution of Jordanian feature narrative and documentary films.  
  
The second type (Fund): requires grantees to reimburse the RFC for the amount funded by the JFF. This applies to the production and post-production of feature-length narrative and documentary projects, and the co-production of Arab feature narrative films.
- **Registration of Intellectual Property. IP:** A registration certificate confirming the intellectual right of the author of the project (script or treatment). Scripts are registered in the Department of the National Library - Amman/Jordan, or online through (Writers Guild of America). Treatments can be registered online via (Writers Guild of America).
- **Financial Plan:** A plan that explains the financial status of the project according to the total budget and shows the current and expected funding sources (financial and in-kind), considering the project's funding timeline.
- **Letter of Intent:** An official letter from the financier/funder that mentions the type of support (financial or in-kind), the value and conditions (if present). Projects that have previously received support, as indicated in the online application form, are required to submit the letter/s of intent.
- **Co-Production Agreement:** A legal document that specifies the terms and conditions of a collaborative film project, involving two or more producers.
- **Development Plan:** A plan outlining the objectives and tasks that need to be accomplished during a development phase. It includes the steps and activities to be accomplished.
- **Samples of Previous Work:** A sample of previous work, which can be either a short or a feature-length narrative, documentary, experimental, animation, or a TV work, must be provided in the online application form as links, along with the password if the content is protected.